

## **MEMORANDUM**

**To:** Public Records Subcommittee  
**From:** Technology Subcommittee  
**Subject:** Document Retention Schedules  
**Date:** October 9, 2007

The Technology Subcommittee refers review of the City's document retention schedules to the Public Records Subcommittee with specific recommendations as to the following documents:

The following documents should be archived permanently:

<b>Schedule</b>	<b>Series No.</b>	<b>Description</b>
Citywide	165	COMMISSIONS & BOARDS – Council Appointed (Non-Charter) – Projects, Reports, Correspondence
Finance	308	BUDGET – Cost allocation plans including work papers

The following documents should be archived for 15 years:

<b>Schedule</b>	<b>Series No.</b>	<b>Description</b>
Housing	195	CDBG Program – Approved Grants
Housing	197	CDBG Program – Program Audits

The following documents should be archived for 10 years:

<b>Schedule</b>	<b>Series No.</b>	<b>Description</b>
Human Resources	N/A	List of persons earning the highest 100 salaries
Human Resources	N/A	List of salaries by classification
IPA	182	Reports – Quarterly or Midyear
IPA	183	Newsletters – Quarterly or Mid-year
IPA	185	Police Department Audit – Annual Operational Audit
IPA	186	Studies – Statistical Analysis Studies and Reports, Surveys (External and Internal)